



Indiana State Fire Training Infrastructure Fund

Grant Guidelines as of October 1, 2007

Introduction

The Indiana Department of Homeland Security (IDHS), Division of Training, has been tasked to provide the fire service of Indiana with the most effective, efficient and economical approach fire training. In 2007, the Indiana General Assembly passed SEA 472 that provided, for the first time, funding of a fire training infrastructure fund to permit IDHS to make grants to construct fire training facilities and purchase fire training equipment. This fire training infrastructure grant guidance is a common sense approach to ensure the state funded construction and/or purchase of fire training facilities and equipment accomplishes identified goals. The fire training infrastructure grant guidance serves as a means to accomplish these goals while incorporating any guidance provided by the legislature. The initial goal of the funding is to support district fire training centers to provide adequate training capabilities to fulfill their training mission. Sites for placement of the IDHS mobile burn trailer or other mobile training props are also a priority.

IDHS receives state funding for the Indiana State Fire Training Infrastructure Fund through Indiana Code 22-14-6. It is the function of the IDHS to ensure that these funds are used specifically for the delivery of approved training throughout the state. In addition, it is the responsibility of the IDHS to ensure that all recipients of state funding comply with all applicable state requirements.

General Requirements

1. All fire training infrastructure fund grant requests shall be coordinated and approved through District Fire Training Committees (DFTC). The applicant shall be a governmental unit or legal entity that contracts with a governmental entity. To be eligible for fire training infrastructure funding, the DFTC shall complete a Request for Fire Training Infrastructure Grant on a form prescribed by the IDHS. The applicant shall represent and warrant that a District Fire Training Center has been established.
2. The use of fire training infrastructure funding shall be in compliance with all applicable requirements and guidance of Indiana Department of Homeland Security.
3. Funding support from IDHS shall be denied if the fire training infrastructure grant request is not in compliance with the goals and objectives of the Indiana Firefighter Training System (IFTS).
4. The use of fire training infrastructure grant funding is restricted as follows:
 - 4.1. Training facilities that receive an infrastructure grant must allow for access to all training props within the facility. The local training facility may recoup staff

- expenses and facility expenses from the user for access to training props not part of the State curriculum. Indiana students from outside the hosting Homeland Security District (HSD) are permitted to attend training in another district so long as they are not preventing students from the host HSD from attending.
- 4.2. Fire departments that have not submitted the data requested by the DFTC for completion or revision of the District Needs Assessment shall not be eligible for this funding until such data is provided.
 - 4.3. Fire departments that are not National Incident Management System (NIMS) compliant shall not be eligible to participate in any fire training or use of props, supplies or equipment supported by Fire Training Infrastructure funding. NIMS compliance shall be determined through the use of the NIMSCAST system. Departments may obtain their own NIMSCAST account through their county Emergency Management Director.
 - 4.4. The use of fire training infrastructure funds shall be applied first to those entities that support BuyIndiana efforts. The use of fire training infrastructure funds for services provided by agencies, businesses and personnel from outside the State of Indiana shall be approved by the Training Director, in writing, prior to such use of fire training infrastructure funds.
 - 4.5. Fire departments that are not part of the National Fire Incident Reporting System (NFIRS) or whose reporting has been determined delinquent for periods exceeding 90 days shall not be eligible for this funding

Grant Request Review and Decision Process

5. Each grant application will be reviewed to determine whether the application complies with the following:
 - 5.1. Grant has been filed within the time period allowed.
 - 5.2. Meets guidelines established by the IDHS Training.
 - 5.3. Meets the applicable Indiana State Fire Training Infrastructure Fund (ISFTI) guidelines.
 - 5.4. Additional information requested from the applicant has been supplied.
6. The IDHS Fire Training Section will review the applications to determine those that to contribute most effectively to the training of the fire service in the State of Indiana and best support the goals of the IFTS. The IDHS Fire Training Section will recommend the selected applications, including the amount of the grant and conditions, if any, to the IDHS Director of Training for final approval.
7. All applicants receiving approval shall enter into grant agreement with IDHS to provide the facilities. All grant agreements are reimbursement-based. No funds shall be reimbursed until a grant agreement is approved by all required state authorities. No funds spent prior to final grant approval shall be reimbursed.
8. The Indiana State Fire Training Infrastructure Grant is a competitive grant judged upon merit and how well the project described is integrated into the District Fire Training Plan.

Application Instructions

9. The IDHS approved Grant Application form shall be used and submitted with all required supporting documentation by the submission deadline. Additional materials not required by the application form will not be considered.
10. One signed and dated original grant application must be submitted. In addition, a copy of the application must be submitted in Microsoft Word format on a CD. The application must be co-signed by an officer of the applicant and the chair of the District Fire Training Committee.
11. Grant applications, including all supporting documents, will be accepted by the IDHS Training Division during the open solicitation period as determined by IDHS. Grant applications will be screened and processed by the IDHS Training Division after submission. The Training Division will post the closing date not less than 60 days prior to that date. IDHS reserves the right to announce additional grant cycles as desired.
12. A grant application will be considered complete only if all requested answers to questions, forms and required additional documents are completed and attached; the application is signed by the District Fire Training Committee; the application is properly dated and signed by the persons authorized; and the application is delivered by the application deadline to the IDHS office. An incomplete grant application will not be considered.
13. Grant applications with matching funds will be given first consideration, but matching funds are not required. Matching funds must be available at the time of application and until the completion of the proposed project. IDHS funds from a separate funding source may not be used to meet the match requirement. Matching funds may include in-kind contributions, such as property that is donated and being used for the project. Matching funds must be used prior to using IDHS funds unless authorized otherwise by the IDHS Director of Training in writing.
14. IDHS will award only be one grant proposal per District Training Council per grant cycle.
15. Grant funds must be expended within the timeframe contained in the grant agreement. Requests for extension shall be in writing and may be approved at the discretion of the IDHS Director of Training.
16. Grants will be limited to a maximum amount of One Hundred Thousand dollars (\$100,000.00) per Indiana Homeland Security District per grant cycle.

17. These grant funds are intended to provide financial assistance to construct components of fixed fire training facilities for the use of training firefighters in the State of Indiana.
18. The initial goal of this funding is to support the identified district fire training centers to provide adequate training capabilities to fulfill their training mission. Sites for placement of the IDHS mobile burn trailer or other mobile training props are also a priority. If these facilities already exist, alternative projects will be considered.
19. kinds of expenditures that will not be allowed under this grant program include, but not limited to:
 - 19.1. Real estate property
 - 19.2. Vehicles
 - 19.3. Non-training related facilities or equipment
 - 19.4. Items or equipment permitted under the District Fire Training Fund Guidance

IDHS Point of Contact

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**INDIANA DEPARTMENT OF HOMELAND SECURITY
INFRASTRUCTURE GRANT APPLICATION FORMAT
As of October 1, 2007**

REQUESTING ORGANIZATION (APPLICANT)

- Name of department or organization
- IDHS district and county
- Mailing address and physical address, if different.
- Agency head name and contact information
- Project point of contact person and contact information,

EXISTING FUNDING

- Describe how the department or organization currently is funded
- List any supplemental funding sources.
- Attach the applicant's annual budget for the period covering the project completion period.
- Attach copies of federal tax returns or final expenditure/asset reports for the previous two years.

SERVICES PROVIDED

- Describe the existing training facility and its capabilities; include photographs.
- Describe the type and number of fire training programs currently provided at the facility
- List other organizations using the facility and the type of training being conducted.

PROPOSED PROJECT DESCRIPTION

- Define the project timeline.
- Projected start date and expected date of completion for the project.
- Target population and number of beneficiaries who will receive services as a result of this project.
- Project site location and ownership information.
- List other fire training assets within a 50 mile radius of this project location.

Attach the following information that clearly and completely describes the project.

- Thorough narrative description of the proposed project.
- Explanation of why funding support is necessary and reasons the project cannot be completed without these grant funds.
- Provide a broad description of the project goals and how they relate to and support the IFTS.
- Provide a description of the relationship between the project and IFTS objectives for Firefighter I/II, Mandatory and Basic Certification. These objectives should include measures to be able to demonstrate success.
- Describe how this project will contribute to the state fire training system and the economic impact of the facility on the local community.

PROJECT BUDGET

- Itemize the project budget.
- Attach copies of written bids, quotes and estimates for all project expenses.
- Describe any matching fund source(s) and amounts.
 - Attach copies of written commitments or agreements from the sources of any matching fund sources.
- Define the amount and percentage to be funded by IDHS and the amount and percentage being funded through applicant's sources (identify the sources).
- Describe the process and applicant's capacity to fund and manage the project.
- Provide the project maintenance funding plan to explain how this project will be sustained, maintained and operated in years to come. **Note: This description will be a weighted area of consideration for grant approval.**
 - Explain any proposed user-fees that might be charged for the use of the training facility. This explanation should include a description and list of any proposed charges.

ADDITIONAL ATTACHMENTS

In addition to the previously described requirements, the following items must also be submitted:

- Governing body membership roster.
- Resolution by the Governing Body authorizing the submission of the grant application.
- Applicant's Mission Statement, Goals and Objectives
- Applicant membership roster.
- Federal Employer Identification number.
- For capital projects, proof of real property ownership or proof of a minimum 20 year land use agreement for the real property that will be part of the project.
- Other factors about the organization that should be considered.
- Written support from the District Fire Training Committee, signed by the committee chairperson.